

The number of food vendors permitted to sell the following items with your application:

- ★ Full menu with prices
- ★ Photo of booth and site plan
- ★ Copy of Certificate of Insurance
- ★ Type of booth ☐ Tent
- ★ Generator? ☐ Yes ☐ No
- ★ Montgomery County Health Department Approval

The City of Gaithersburg is committed to providing a safe and enjoyable environment for all residents. Request must be made prior to the start of the event.

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Request must be made prior to the start of the program. Please indicate what accommodations are necessary:

- I certify that I have read and fully understand the Celebrate Gaithersburg Fact Sheet and that the information contained in this application is true, and I will personally be responsible for ensuring that the space plan for Celebrate Gaithersburg Day will be carried out in conformance with this application. I further understand that I must have a Maryland State Tax ID# in order to participate, and if applicable, a Montgomery County Health Permit.

Signature _____ Date _____

Celebrate Gaithersburg
506 S. Frederick Avenue
Gaithersburg, MD 20877

Make checks payable to **"City of Gaithersburg."**

Amount paid \$ _____ Cash \$ _____ Check \$ _____ Circle one: VISA/MC # _____ Exp. (Month/Year) _____

City of Gaithersburg
Department of Parks, Recreation & Culture
506 S. Frederick Ave.
Gaithersburg, MD 20877

Stamp
area



Celebrate Gaithersburg Fact Sheet

Set-Up

Your arrival time will be noted on your parking pass. Set-up will be between 7:30 – 10 a.m. (**Please note: Passes and directions will be mailed in September. Vendors will enter the festival at Fulks Corner Ave.)** The streets will be closed to all traffic at approximately 10 a.m. Please plan enough time for set-up. **You must unload, move your car to the assigned parking area, and then set-up.**

Exhibitor Spaces

- ★ All spaces are 10' x 10'.
- ★ Crafters are required to provide a 10' x 10' canopy.

All participants must provide and are responsible for their own equipment and must stay within assigned space.

Booths must be dismantled promptly at 5 p.m. Vendor vehicles will not be allowed in the festival area until police give the all-clear announcement over the loudspeaker.

Festival Regulations

The festival staff reserves the right to have exhibitors remove unacceptable items, or relocate, or dismiss any participant. The staff has the right to ask vendors to remove any objects they deem objectionable or inappropriate. No alcoholic beverages, pets (except guide dogs), skateboards, roller blades, bicycles, or weapons are permitted within the festival.

Important Tax Information

The State of Maryland requires any person selling used items as a business or selling new products to charge 5% sales tax and have a Maryland Tax number. Vendors' names will be submitted to the Maryland State Comptroller's Office. If you do not have a Maryland Tax number, call the Maryland Sales Tax division at 410-767-1300 or apply online at www.marylandtaxes.com.

Food

No food items or drinks may be sold by any vendor except for **food vendors pre-authorized by the Health Department**. There are no exceptions! Food vendors should contact the Montgomery County Health Department at 240-777-3986. Food items also include bottled water, soft drinks, popcorn, lollipops, etc.

Photos

Photographs submitted may be used by the City of Gaithersburg to promote the festival. Also, please note that photographs taken during the event may be used in future promotional materials.

Vehicles

Only one vehicle will receive a pass to park within the festival area. All other vehicles must find alternate parking. Garage parking is available. Please call 301-258-6350 with any questions concerning passes.

Electricity/Water

There will be **no electricity or water available unless previous arrangements have been made with the Vendor Coordinator**. Vendors providing their own generators are required to barricade them for safety.

Tables

It is mandatory that you bring your own tables and chairs unless previous arrangements have been made with the Vendor Coordinator.

Refunds/Rain Policy

There will be **NO** refunds! **This is considered a RAIN or SHINE event**. You are responsible for covering your merchandise in case of rain. If the City cancels the event, a refund will be granted.

Celebrate Gaithersburg Application

Please complete application

Applicant's Name_____

Business Name_____

Address_____

Work Phone_____ Home Phone_____

Cell Phone_____ Fax_____

Email_____

Maryland Tax #_____

☐ City of Gaithersburg Resident ☐ Nonresident

Please check a vendor type below and complete the appropriate information on the reverse side of this form. **Incomplete applications will be returned and NOT processed.** Resident fees apply to those businesses or persons who live within the incorporated city limits of Gaithersburg.

Vendor Type	Fee
<input type="checkbox"/> Arts and Crafts (<i>Items must be made by vendor</i>)	\$ 45
<input type="checkbox"/> Commercial Crafter (<i>Items are handmade by someone other than the vendor</i>)	\$ 75
<input type="checkbox"/> Food Vendor (<i>Include menu and picture of display</i>)	\$ 160
<input type="checkbox"/> Political Candidate	\$ 30
<input type="checkbox"/> Nonprofit Organization	\$ 30
<input type="checkbox"/> Car Show (<i>Awards ceremony at 4:30 p.m.</i>)	\$ 15
<input type="checkbox"/> Health and Fitness (<i>You must provide an interactive display or activity</i>)	\$ 20
<input type="checkbox"/> Mind and Body (<i>Facials, massages, etc.</i>)	\$ 45
<input type="checkbox"/> Home and Garden (<i>Plants, "How-to" seminars, etc.</i>)	\$ 45
<input type="checkbox"/> World Market (<i>Items celebrating diversity</i>)	\$ 45

Nonresidents add \$20

Application deadline is Friday, July 7, 2006; after July 7, add \$20.

Arts and Crafts and Commercial Crafter Information

- ★ 10' x 10' canopy is required.
- ★ No electricity or tables are provided.
- ★ Please include photographs of your items.
- ★ Describe all items you wish to sell. Be specific. _____

Application continues →→